



JOB DESCRIPTION

Title: **MECHANIC**
Department: Public Works
Class Code: 7710
FLSA Status: Non-Exempt
Effective Date: July 1, 1982 (Rev. 07/2008)
Grade Number: 15

GENERAL PURPOSE

Under general supervision from a lead mechanic, performs semi-skilled and skilled mechanics work.

EXAMPLES OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include duties which may be found in positions of this class.)

- *-- Repairs and maintains Murray City vehicles and equipment; maintains approximately 400 cars, trucks, construction and snow removal equipment; maintains lawn mowers and other city grounds equipment.
- *-- Welds; replaces parts; repairs parts; repairs electrical and hydraulic systems; performs tune ups and engine overhauls; troubleshoots problems.
- *-- Completes a repair order on each vehicle repaired; keeps maintenance and repair records.
- *-- Performs preventive maintenance on all departmental vehicles; orders repair parts.
- *-- Conducts vehicle and equipment safety inspections; makes report to highway patrol on state inspections.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a standard high school and four (4) years experience as mechanic or any equivalent combination of education and experience.

Special Requirements

- On rotational basis, must be on 24 hour call.
- Must possess a complete set of mechanic tools, to include enough hand and pneumatic tools to work on large construction type equipment as well as tools to repair smaller type automotive vehicles. A complete tool set would include tools up to and including ½" drive.
- Must possess a valid Utah Commercial Driver License or be able to obtain within six months from date of hire.
- Must be or become certified Utah Emission Inspector within six (6) months of hire date. Must maintain certification throughout employment.
- Must be or become certified Utah Safety Inspector within six (6) months of hire date. Must maintain certification throughout employment.

Necessary Knowledge, Skills and Abilities

- Working knowledge of safety practices and procedures in Mechanics; knowledge of vehicle makeup.
- Ability to troubleshoot, diagnose and repair both gas and diesel equipment with accuracy and speed; ability to create effective working relationships with employees; ability to communicate both verbally and in writing.

TOOLS & EQUIPMENT USED

- Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear; to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is regularly exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually moderately noisy.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.